

Optional Pay Documentation/Approval Grid

	Level of Work	Documentation Required	Level of Approval
Retention of employee (job offer)	Not applicable	See section III. A. in policy Questionnaire not required	Appointing authority may approve up to 10% of annual salary
Disparate pay situation	Not applicable	See section III. B. in policy Questionnaire not required	Appointing Authority may approve up to 10% of annual salary
Difficult-to-Fill Positions	Not applicable	See section III. C. in policy Questionnaire not required	Appointing Authority may approve up to 10% of annual salary
Significant additional duties (temporary and permanent)	Below Administrator on Job Specification	See section III. D. in policy Questionnaire required	Appointing Authority may only approve up to 5% of annual salary Civil Service Commission must approve any amount over 5% up to 10%
	Administrator or Higher on Job Specification	See section III. D. in policy Questionnaire required	Civil Service Commission must approve any amount up to 10%